

# Chapter 7

## *Grant Reports*

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### **7.1 GENERAL**

(Revised 5/07)

This chapter contains information about the grant reports that must be submitted to the Office of Traffic Safety (OTS). These reports include the Quarterly Performance Report (QPR), Quarterly Evaluation Data Form (Schedule C), Final Report, and Executive Summary. For each report there is an explanation of why it is required, what information must be provided, what formatting should be used, and when the report is due to OTS. Provided at the end of this chapter is a quick reference timetable that shows the due dates for all these reports plus claim invoices.

### **7.2 QUARTERLY PERFORMANCE REPORT (QPR)**

(Revised 5/07)

The QPR is a thorough report on grant activities conducted during each quarter, as it is the main source of information used to determine grant success and commitment. In addition, the information and data provided in this report is incorporated into the “Annual Performance Report” submitted by OTS to National Highway Traffic Safety Administration (NHTSA) and the State Legislature. It is therefore critical that the QPR contain the following:

- Description of activities conducted to achieve goals and objectives
- Relationship of these activities to the grant phase or time schedule
- Contrast actual quarterly accomplishments to the objectives established for the federal fiscal year
- Comprehensive explanation of any challenges/difficulties/delays
- Anticipated effect of delays on total grant cost and time schedule
- Detailed plan of action to correct any deficiencies in meeting goals and objectives
- Report of current and federal fiscal year-to-date program income received and expended; if applicable
- Schedule C – Quarterly Evaluation Data Form; if applicable

At the pre-operational meeting your OTS Coordinator will provide the QPR template (OTS-88) identifying the QPR format and reporting requirements. Pre-operational meetings are conducted within the first 90 days of the grant period.

Complete and comprehensive QPRs will result in a Final Report waiver. However, OTS reserves the right to require non-compliant grantees to submit a Final Report.

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### **7.3 QPR DUE DATES**

(Revised 5/07)

One hard copy of the QPR must be provided to OTS, no later than 30 days after the end of each quarter or partial quarter that the grant is active (i.e., no later than January 30, April 30, July 30, and October 30, of each year of grant activity). Emailed QPRs are not accepted. Please do not mail the QPR and claim together.

The first QPR is due January 30 April 30, July 30, or October 30 regardless of start date within a quarter (i.e., grant start date is December 1 and first QPR is due January 30). This may result in the first report covering less than a full quarter period.

Failure to submit QPRs on time may result in the withholding or disallowance of grant payments, the reduction or termination of grant funds, and/or the denial of future grant funding (Chapter 3, Section 3.12).

### **7.4 QUARTERLY EVALUATION DATA FORM - SCHEDULE C**

(Revised 5/07)

Most grantees must complete a Quarterly Evaluation Data Form, Schedule C (EXHIBIT 1-C). The calendar base year will be determined in discussions with your OTS Coordinator. At the pre-funding assessment meeting, your OTS Coordinator will provide the initial Schedule C that defines the appropriate data elements. The calendar base year data must be compiled from the grantee's internal records and reports.

- (a) The applicable Schedule C calendar base year data elements must reconcile to the corresponding goals and objectives in the "Performance Measures" section in the Grant Agreement, Schedule A.
- (b) Each quarter, grantees are required to submit a timely and correct Schedule C with the narrative QPR no later than 30 days following the end of each quarter. Grantees must use their own internal collision records and reports to complete the Schedule C.
- (c) Failure to submit a timely and correct Schedule C will result in the withholding or disallowance of grant payments, the reduction or termination of grant funds, and/or the denial of future grant funding (Chapter 3, Section 3.12).

### **7.5 EXECUTIVE SUMMARY**

(Revised 5/07)

The Executive Summary is a maximum two-page grant summary required of all grantees. If a Final Report is required the Executive Summary is submitted with the Final Report. Do not staple, bind, or attach the Executive Summary to the Final Report. An Executive Summary is required 30 days after the grant end date. On an exception basis, OTS may allow grantees more than 30 days to submit a Final Report and/or Executive Summary.

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**FFY/2006  
and prior  
grants only**

A Final Report and Executive Summary are due 60 days after the grant end date for all Federal Fiscal Year (FFY) 2006 and prior grants only.

The Executive Summary includes:

- Credits
- Disclaimer
- Problem Identification
- Goals and Objectives
- Strategies and Activities
- Major Goal and Objective Results
- Funding, Contact Person, Address and Phone Number

Noteworthy Executive Summaries will be submitted to NHTSA for publication in the “Traffic Safety Digest” and will be eligible to receive a recognition award at the OTS Traffic Safety Summit.

### **7.6 FINAL REPORT (IF REQUIRED)**

(Revised 5/07)

If required by OTS, a Final Report of grant accomplishments must be submitted to OTS no later than 30 days following the grant end date. The grantee will be notified if a Final Report is required. The Final Report requirement is waived if QPR and Schedule C reporting meets the following criteria:

- Complete and accurate grant status on the narrative QPR and statistical data on the Schedule C as noted in section 7.2 above
- Timely submission as noted in section 7.3 above

The Final Report is used to:

- Determine grant impact in reducing or solving identified traffic safety problem
- Determine grant contribution to applicant’s/California’s Traffic Safety Program
- Evaluate benefits derived in relation to costs incurred
- Assist other agencies with similar program deficiencies

The Final Report should be creative and resourceful. The Final Report must include, but is not limited to, the following factors:

- a. Credits - “This Grant is a part of the California Traffic Safety Program and was made possible through the support of the California Office of Traffic Safety, and the National Highway Traffic Safety Administration.”
- b. Disclaimer - “The opinions, findings, and conclusions expressed in this publication are those of the authors and not necessarily those of the State of California Business

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Transportation and Housing Agency, or the National Highway Traffic Safety Administration.”

- c. Grant Personnel - Identify the key personnel who worked on the Grant together with their job classifications and give a brief description of their contribution.
- d. Goals and Objectives - Restate the objectives of the Grant as identified in the Grant agreement. This will allow analysis of the report as a self-contained document and will aid other agencies in defining their deficiencies.
- e. Methodology - Describe in detail how the Grant was implemented. This description should speak specifically on how each task identified in the Grant agreement was accomplished. This will be helpful to other agencies that may desire assistance in the same program area. OTS can use the methodology description to develop cost ratios for work performed and to develop an outline for implementing similar Grants with maximum benefits.
- f. Problems - Describe any operational or cost problems that were encountered in Grant implementation. If known, state alternate methods that would have avoided the problem and increased the effectiveness of the Grant. This information will assist other agencies in avoiding the same problems.
- g. Results - Describe in detail the results of the Grant in terms of meeting each original goal and objective. Where possible, describe estimated savings resulting from implementing Grant results. Describe how equipment purchased under the grant was utilized in accomplishing the objectives.
- h. Documentation - Include as a part of the Final Report, input and output documents developed. Examples are: new or revised forms, diagrams, management reports, photos, coding manuals, instructional manuals, etc. Other agencies may be able to adapt this material for their benefit. If applicable a Quarterly Evaluation Data Form, Schedule C (OTS-38g), must be submitted for the entire life of the grant.

The 30-day grace period for the submission of the Final Report is not authorization for reimbursement of costs incurred after the grant end date. Costs, recorded as expense after the grant end date, are not allowable. Failure to submit the Final Report within 30 days may result in loss of grant funds (Chapter 3, Section 3.12).

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### 7.7 REPORTING AND CLAIMS TIMETABLE

(Revised 5/07)

The following is a quick reference timetable indicating the due dates for all reports and claims:

Quarter	Due Date	REPORTS AND CLAIMS				
		QPR & Schedule C (If applicable)	Claim Invoices	Final Claim Invoice	Executive Summary	Final Report (If Required)
Jan 1 – Mar 31	April 30	X	X			
Apr 1 – June 30	July 30	X	X			
July 1 – Sept 30	October 30	X	X			
Oct 1 – Dec 31	January 30	X	X			
30 days after grant end date					X	X
60 days after grant end date					X	X
60 days after grant end date				X		

FFY2006  
and prior  
grants  
only